

NTC Success Skills Information & Rubric

Communicates Effectively: Achieving understanding through effective two-way communication					
Indicators:	NA*	Not Yet Met		Met	
Speaks clearly, concisely, and professionally	<input type="checkbox"/>	Communicates in a manner that shows some sense of purpose and organization as well as use of language, voice, gestures, and body language to support that purpose	<input type="checkbox"/>	Communicates in a logical, purposeful, organized, and well-supported manner, consistently using acceptable language with effective use of voice and appropriate gestures, body language, and expressions	<input type="checkbox"/>
Writes clearly, concisely, and professionally	<input type="checkbox"/>	Writes to convey a message, though the message may be impaired by errors in grammar and standard written English	<input type="checkbox"/>	Writes consistently at an acceptable level to convey a clear message with minimal errors in grammar and standard written language	<input type="checkbox"/>
Demonstrates active listening	<input type="checkbox"/>	Listens for understanding	<input type="checkbox"/>	Listens attentively and can accurately restate the message and/or appropriately respond	<input type="checkbox"/>
Adapts communication for audience	<input type="checkbox"/>	Recognizes that different language and voice may be required for different audiences	<input type="checkbox"/>	Applies appropriate language and effective use of voice for audience	<input type="checkbox"/>
Demonstrates Teamwork	<input type="checkbox"/>	Passively participates in workgroups, contribution is minimal	<input type="checkbox"/>	Actively engages in workgroups, contributes to positively impact productivity	<input type="checkbox"/>

*Not Assessed

Models Integrity: Acting in a responsible and ethical manner					
Indicators:	NA*	Not Yet Met		Met	
Practices personal accountability	<input type="checkbox"/>	Identifies behavior of blaming outside influences for circumstances and outcomes and shows self-reflection skills	<input type="checkbox"/>	Accepts personal responsibility for resources, actions, collaboration, and outcomes	<input type="checkbox"/>
Demonstrates ethical behavior	<input type="checkbox"/>	Demonstrates awareness of expected and acceptable conduct in different settings	<input type="checkbox"/>	Models consistent and acceptable code of conduct in personal, academic, and professional settings	<input type="checkbox"/>
Applies quality standards	<input type="checkbox"/>	Identifies criteria that are used to produce an expected and specified result	<input type="checkbox"/>	Practices techniques and methods that ensure intended and consistent outcomes	<input type="checkbox"/>
Develops self-awareness	<input type="checkbox"/>	Identifies strengths and weaknesses in oneself	<input type="checkbox"/>	Applies strengths, seeks to improve weaknesses, and models a positive image to others	<input type="checkbox"/>

*Not Assessed

Thinks Critically: Solving problems and seeking understanding logically and creatively

Indicators:	NA*	Not Yet Met	Met
Applies problem solving strategies	<input type="checkbox"/>	Demonstrates a process to use in solving problems	Selects and uses an appropriate process in solving problems <input type="checkbox"/>
Acquires relevant information	<input type="checkbox"/>	Accesses and uses some types of resources	Evaluates and questions relevance, accuracy, and bias of information sources <input type="checkbox"/>
Applies digital and data literacy skills	<input type="checkbox"/>	Demonstrates minimal ability to select, evaluate, and use information resources to communicate data and information effectively through technology	Demonstrates ability to use appropriate techniques and technologies to select/utilize valid and reliable resources appropriately to research, analyze, create and effectively communicate data/information to others <input type="checkbox"/>
Evaluates alternatives	<input type="checkbox"/>	Demonstrates minimal ability to predict the outcome of a proposed solution	Demonstrates ability to provide thorough analysis of possible outcomes of solution selected <input type="checkbox"/>
Constructs probing questions	<input type="checkbox"/>	Asks relevant questions	Constructs questions that result in deeper understanding and information gathering <input type="checkbox"/>
Demonstrates creativity	<input type="checkbox"/>	Reformulates a collection of available ideas	Creates a novel or unique idea, question, format, or product <input type="checkbox"/>

*Not Assessed

Respects Diversity: Increasing awareness that contributes to the understanding of differences

Indicators:	NA*	Not Yet Met	Met
Works effectively with others	<input type="checkbox"/>	Demonstrates an awareness of the value of working with others to share a variety of perspectives and strengths	Takes a positive role within a team and contributes to reaching a common goal <input type="checkbox"/>
Demonstrates respectful and inclusive interactions	<input type="checkbox"/>	Indicates an awareness of respectful interactions, their importance, and the value of inclusion rather than exclusion	Behaves in ways that model respect for others regardless of their differences and actively practices inclusion of others different from oneself <input type="checkbox"/>
Recognizes personal biases	<input type="checkbox"/>	Recognizes personal biases, the general origins of those biases, and the impacts these biases have upon one's behaviors	Demonstrates understanding of how personal biases influence how one interacts with others and seeks to actively challenge such biases <input type="checkbox"/>
Adapts to culturally diverse situations	<input type="checkbox"/>	Recognizes that cultures vary and that appropriate behaviors may differ in culturally diverse situations	Demonstrates culturally appropriate behavior and actively seeks opportunities to engage with diverse populations <input type="checkbox"/>
Demonstrates global awareness	<input type="checkbox"/>	Identifies the global nature of business, politics, and culture	Applies an understanding of the interconnectivity of business, politics, and culture in interactions and decision making <input type="checkbox"/>

*Not Assessed